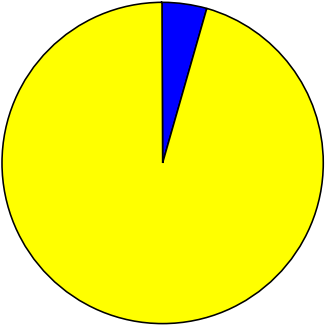


13-04-Emergency Communications

Fund/Agency: 001/13	Office of Public Affairs	
Personnel Services	\$45,889	CAPS Percentage of Agency Total  4.5% 95.5% <div>■ Emergency Communications ■ All Other Agency CAPS</div>
Operating Expenses	\$4,000	
Recovered Costs	(\$11,868)	
Capital Equipment	\$0	
Total CAPS Cost:	\$38,021	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$38,021	
Positions/SYE involved in the delivery of this CAPS	1/0.7	

► CAPS Summary

The Office of Public Affairs (OPA) is the lead agency in providing emergency public information to citizens and businesses in the County, which is mandated by the Code of Virginia. Staff is available and prepared to respond to an emergency 24-hours a day. As outlined in the Fairfax County Disaster Operations Plan, OPA is responsible for supervising the dissemination of emergency public information, coordinating and disseminating news releases, serving as the lead spokesperson for release of information to the public and the media, and supervising the operation of the citizen hot-line/rumor control system. The agency disseminates information to various audiences using several methods including media outlets, the County Web site, Cable Channel 16 and automated messages recorded on easily accessible telephone numbers.

Office of Public Affairs

OPA is an integral component of the County's emergency management team and consults with the County Executive and senior management to assist in planning the County response. Before and during events, staff collects, analyzes and disseminates vital information relating to health, safety and welfare to County citizens and businesses as well as County employees during emergency or critical events. Emergency communication also includes information about the impact on all County programs and services. Emergency events can generally be described as:

- Crisis Communications - Planning appropriate actions and coordinating the dissemination of information in response to high profile or sensitive issues such as on-the job employee death or employee actions that result in criminal charges.
- Emergency Situations - Predicted or actual events that have the potential to affect the safety, health and welfare of the population such as drinking water contamination or wide-spread exposure to infectious disease or hazardous materials.
- Staff Support in Emergency Events - Consulting with other agencies to assist in planning actions and collecting, analyzing and disseminating key information to citizens, employees and media during emergency or critical incidents.
- Weather Alerts - Predicted or actual weather events such as hurricanes, tornadoes, severe snow, ice and ozone action days.

► Method of Service Provision

Service provided directly by County employees.

Agency Hours of Operation: 8:00 a.m. to 4:30 p.m. Monday through Friday; information officers are available 24-hours a day, seven days a week.

► Performance/Workload Related Data

The OPA has the responsibility for informing Fairfax County citizens, businesses, employees and the media about any issue that has the potential to impact the health, safety or welfare of a significant population. In this capacity, the agency continuously looks for effective mechanisms and technologies to reach diverse audiences with timely and accurate information. On average, the agency responds to approximately 15 emergency events and participates in two mock disaster exercises annually.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 1 - 25%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia, section 44-146.19 - the State mandate for an Emergency Plan. The Code of Virginia mandates that the County prepare, and keep current, a local or inter-jurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command.